



Republic of the Philippines
BENGUET STATE UNIVERSITY
Request for Publication of Vacant Positions

RECEIVED

Date: 2024 06 25 Time: 7:00
Docket/Control No. 2024 06 25 03
By: _____
Name, Signature & Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BENGUET STATE UNIVERSITY in the CSC website.

RAYMUNDO H. PAWID, JR.

Supervising Administrative Officer, HRMO

Date: June 25, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant II (Clerk IV)	BSUB-ADAS2-28-2004	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level Eligibility		Office of the Vice President for Administration and Finance
2	Administrative Aide VI (Clerk III)	BSUB-ADA6-58-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		Office for Quality Assurance and Accreditation
3	Administrative Aide VI (Clerk III)	BSUB-ADA6-46-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		Northern Philippines Root Crops Research and Training Center
4	Administrative Aide VI (Clerk III)	BSUB-ADA6-56-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		College of Agriculture
5	Administrative Aide VI (Clerk III)	BSUB-ADA6-50-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility		College of Arts and Humanities

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 5, 2024**.

1. Application letter addressed to the University President (specifying the position applied for and its item number and date of publication)
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopy of employment certificate/service record;
7. Photocopy of training certificates after graduation, within the last five (5) years; and
8. Photocopy of commendation or award certificates, if any.

CSC Date of Publication:
JUN 26 2024

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

FELIPE SALAING COMILA

President

Benguet State University

La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE: *All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expression, ethnicity, age, physical conditions, and any other characteristics protected by the law.*

DATA PRIVACY NOTICE: *Your Personal data shall be processed in order to initiate the application process. When you are not hired, your personal data shall be removed from the records of the university and all documents returned to you as provided for by the University's Merit Selection Plan. These may be retained for future selection processes only upon your written consent.*

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DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE ASSISTANT II (CLERK IV) - OVPAF

- 30%
 - Prepare documents/communications as to completeness, accuracy and compliance to existing rules and regulations prior to endorsing to the Vice President for Administration and Finance for information/approval/instructions;
- 20%
 - Prepare/process permit to use University facilities for both internal and external;
- 20%
 - Consolidate accomplishment reports and other reports as required by other offices/agencies in compliance to office orders and memoranda submitted by offices under the sectors;
- 10%
 - Perform clerical and support services in the preparation of simple documents and/or reports;
- 10%
 - Provide administrative support to office;
- 10%
 - Perform other tasks and designations as assigned.

ADMINISTRATIVE AIDE VI (CLERK III) – OQAA

- 30%
 - Coordination of Quality Assurance activities
- 30%
 - Document Management and record keeping
- 20%
 - Administrative support to Quality Assurance Teams
- 10%
 - Data Collection and Analysis
- 10%
 - Training and Compliance Monitoring

ADMINISTRATIVE AIDE VI (CLERK III) – NPRCRT

- 30%
 - Assist in the conduct of studies and activities of root crops including its care and management
- 25%
 - Assist in the conduct of training and extension activities of root crops
- 25%
 - Gather and consolidate data of root crops studies for analysis. Document R&E related activities and prepare IEC materials
- 10%
 - Prepare and process procurement documents, travel documents (travel order to reimbursement of travels) and other necessary documents for the conduct of research and extension
- 10 %
 - Do other jobs as requested by the management

ADMINISTRATIVE AIDE VI (CLERK III) – College of Agriculture

- 90%
 - Serve as Document Custodian. Preparation of Master list of Records, ensuring compliance with ISO requirements and standards.
 - Prepare CA reports, including Monthly Accomplishment Reports, PBB Supporting Documents, Citizen's Charter Report, Faculty Profile, Mandatory Force Leave, FOI, PDO, and other required documents.
 - In charge of CA Faculty and Staff pursuing Graduate Studies Files.
 - Prepare and update the HRD Plan of the College.
 - In charge of AACUP & COPC documents and assisted during accreditation and evaluation.
 - Prepare reports on Employment Status of CA Graduates.
 - Update the CA Functional Chart. Prepare and update the Brochure for BSA & BSAB.
 - Prepare Certificates for both participants and speakers during seminars, as well as awards.
 - Create layouts for program papers, posters, and similar materials for CA Activities.
 - Prepare the College briefer (video).
 - Prepare the Workload Summary including compilation with Faculty workload and schedule.
 - Simulate Course Subject Offerings of the College for the OUR and Accounting Office.
 - Serve as the SIAS Administrator of the College.
 - Encode subjects for students in the SIAS for their enrolment.
 - Prepare a summary of Course Offerings for posting on the College's social media and for physical posting.
 - Prepare the Room Utilization schedule every semester.
 - In charge of taking minutes of Meetings for CAAC Meetings.
 - Facilitate Student Evaluations for Chairpersons. Prepare the Chairpersons' Performance Evaluation Results.
 - Prepare Requests to hire for COS/Casual and Plantilla positions.
 - Check Thesis Form and Style of undergraduate students.
 - In charge of filing MOAs and assisting in the preparation of the document.
- 10%
 - Perform other duties relative to the mandates of the College of Agriculture

ADMINISTRATIVE AIDE VI (CLERK III) – College of Arts and Humanities

- 90%
 - Serve as document and record custodian of the college, update and maintain a systematic filing system
 - Serve as frontline personnel for the college; Prepare procurement documents for college supplies, equipment, and materials
 - Route documents to other offices for appropriate actions
 - Assist in preparing reports/data as required by other offices
 - Assist in coordination/facilitation/documentation of college programs and/or activities
- 10%
 - Assist during enrolment and enrolment preparation and does related functions as assigned by supervisors